

## **Street Maintenance Supervisor - 2261**

### **Primary Reason Why Classification Exists**

To supervise, assign, review and participate in the work of staff responsible for street maintenance, rights-of-way, and other municipal properties

### **Distinguishing Features of Class**

An employee in this class serves as part of a maintenance team in the construction and maintenance and repair of streets, municipal rights-of-way, and other municipal properties. Emphasis of the work is on providing supervision to personnel engaged in manual labor and operating various motorized equipment. This classification is supervisory and reports to the Street Maintenance Superintendent and work is evaluated on the basis of attainment of individual performance objectives, observation of work in progress, quality and quantity of work completed, and feedback from other work crew members.

### **Illustrative Examples of Work**

- Makes work assignments, participates with, and leads a street maintenance personnel in the repair of asphalt and/or concrete surfaces; creates or repairs ditches, sewers, drains, gutters and culverts; works with finished concrete and masonry work including rough carpentry to construct forms to finish curbs, gutters, ramps and related areas; evaluates project completion for attainment of objectives and quality of work performed
- Operates various motorized heavy equipment such as loaders, tractors, mowers, skid steer loaders, chippers, rollers, and other equipment; may serve as backup operator during manpower shortages; trains staff in equipment operation
- Supervises work crews in the performance of other maintenance duties such as removing snow and ice from City properties in emergency situations
- Ensures appropriate safety precautions are applied in the workplace and employees wear protective clothing and hard hats
- Performs preventive maintenance on equipment by making routine adjustments, replacing minor parts, and lubricating equipment to keep equipment in proper operating condition
- Establishes and maintains respectful, professional, positive communications with co-workers and internal and external customers
- Maintains equipment and supply inventory; maintains records relating to receipt and issuance of materials or equipment;
- Cooperates with other departments, state, and federal agencies emergency response planning
- Evaluates employee performance by establishing and communicating clear expectations and in a fair and professional manner
- Prepares weekly Department Progress Report
- Contacts utility locating service before any digging
- Assists Superintendent with budget
- Performs related duties as assigned

### **Knowledge, Skills and Abilities:**

- Thorough knowledge of various types of work efforts associated with City infrastructure maintenance and street maintenance

- Knowledge of methods and procedures to repair of asphalt and/or concrete surfaces, create or repair ditches, sewers, drains, gutters and culverts; knowledge of the components and work methods used when working with finished concrete and masonry work including rough carpentry to construct forms to finish curbs, gutters, ramps and related areas
- Knowledge of work evaluation techniques including project management and measuring quality of work performed
- Knowledge of characteristics and requirements of various motorized heavy equipment such as loaders, tractors, mowers, skid steer loaders, chippers, rollers, and other equipment
- Knowledge of supervisory practices sufficient to plan, assign, and review the work of subordinates; knowledge of mathematics sufficient to make basic calculations
- Knowledge of disaster planning and emergency procedures of the City to ensure adequate manpower in emergencies
- Knowledge of City, state, and federal safety rules and regulations as they apply to street maintenance and the requirements for employees to wear protective clothing and hard hats
- Knowledge of preventative maintenance practices to make routine adjustments, replace minor parts, and lubricate equipment to keep proper operating condition
- Knowledge of public relations to establish and maintain respectful, professional, and positive communications with co-workers and the general public
- Knowledge of inventory practices to ensure accounting of materials or equipment
- Ability to make repairs to asphalt and/or concrete surfaces, create or repair ditches, sewers, drains, gutters and culverts as well as finished concrete and masonry work
- Ability to evaluate work performed using project management and measuring techniques
- Ability to operate various motorized heavy equipment such as loaders, tractors, mowers, skid steer loaders, chippers, rollers, and other equipment and train staff in equipment operation
- Ability to apply supervisory practices in the planning and review of work of subordinates
- Ability to enforce City, state, and federal safety rules and regulations in the work performed
- Ability to apply public relations in a respectful, professional, and positive manner to elicit cooperation and teamwork with co-workers and the general public
- Ability to implement equipment and supply inventory practices
- Ability to work outside in a variety of environmental extremes such as heat, cold, rain, snow and ice, air pollution, and dust/dirt
- Ability to work with and around chemicals, gases, and other toxic or dangerous substances using only normal protective equipment
- Ability to communicate effectively with staff and the public both verbally and in writing
- Ability to follow blue prints or plans

### **Physical Requirements**

Work in this class is defined as heavy work requiring physical exertion of in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of frequently, and/or up to 20 pounds of force constantly to move objects. Employee has to perform physical activities such as climbing, balancing, stooping, kneeling, crouching, reaching, walking, standing, pushing, pulling, lifting, grasping, feeling talking, and hearing. Employee must have the visual acuity to visually inspect small defects or parts, operation or inspection of machines and earth moving equipment, use measurement devices, and to determine the neatness and accuracy of work

assigned. Employee must have the stamina to work for extended periods some of which in emergency situations.

### **Working Conditions**

Work is performed primarily in outside environmental conditions including extreme heat and cold with snow and ice. Employee is subject to noise which may cause the employee to shout in order to be heard above the ambient noise level. Employee is subject to vibration, such as exposure to oscillating movements of the extremities or whole body and is also subject to workplace hazards including proximity to moving mechanical parts or exposure to chemicals, oils, fuels, and potential for blood borne pathogens in raw untreated sewage. Employee is subject to atmospheric conditions due to exposure to fumes, odors, and dusts and may work in close quarters, crawl spaces, shafts, man holes, small areas of sewage and water lines, and other areas which could cause claustrophobia.

### **Education and Experience**

Completion of education equivalent to the tenth grade; a high school diploma is preferred. And, at least 3 - 5 years experience operating construction and maintenance equipment and experience as a lead worker or crew foreman; prior experience as a general contractor is desired

### **Special Requirements**

- North Carolina commercial driver's license (CDL-A)
- Certified in First aid and CPR
- Depending on the assignment, this classification may require a certification Level "C" Water Distribution and Level I or II Sewage Collection from the NC Department of Environment & Natural Resources

**FLSA Status:** Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate for all hours worked in excess of 40 hours in the City's official work week and not the employee's work schedule)

### **Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

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